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## **Pre-Proposal Conference Summary**

**RFP Solicitation No: S00R7400010**

### **RFP Title: STATE FUNDED LOAN PROGRAM (SFLP) AND MARYLAND AFFORDABLE HOUSING TRUST (MAHT) AUDIT SERVICES**

The following is a summary of items discussed at the Pre-Proposal Conference held on May 23, 2017. This summary is intended to be a general record of the meeting and ***does not*** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 10:05 a.m. Amanda Sadler from DHCD Procurement presided and opened the floor to introductions. Seven (7) people attended, including three (3) people from DHCD and four (4) representatives from four (4) unique vendors.
- **Overview:** Mrs. Sadler explained that the services being solicited are for audit services. She introduced Maureen Teehan, MAHT Contract Monitor and Abdul Sylla, SFLP Contract Monitor.
- **Proposal Due Date & Time and MBE/VSBE Goals:** Mrs. Sadler confirmed the proposal due date and time of June 15, 2017 at 2:00 P.M. She advised there are no MBE/VSBE Goals for this solicitation.
- **Susceptibility for Award:** Mrs. Sadler explained that one factor that can automatically render a technical proposal not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications. She encouraged vendors to submit any questions before the question deadline, June 1, 2017, to lessen this risk.
- **Mandatory Terms & Conditions:** Mrs. Sadler called attention to Section 4.17 of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a technical proposal being rejected.
- **Audit Services:** The Contract Monitors, Maureen Teehan and Abdul Sylla expanded on the scope of work in Section 2 and opened the floor to questions.
- **Vendor Questions:** Vendors asked questions regarding the scope of work and the procurement process.
- **Adjournment:** The meeting closed at 10:30 a.m. All vendor attendees signed in.

